

2012-2013

Community Action Plan Format

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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TO: CSBG Service Providers

FROM: *P. Harrison*
Pamela Harrison

SUBJECT: 2012/2013 Community Services Block Grant Community Action Plan

DATE: February 1, 2011

The 2012/2013 Community Action Plan (CAP) is enclosed for review and completion. In compliance with the Community Services Block Grant (CSBG) Act (Public Law 105-285) the State is to secure from each eligible entity as a condition to receipt of funding a CAP. Each entities CAP provides valuable and required information that the Department of Community Services and Development (CSD) must aggregate and incorporate into the Community Services Block Grant (CSBG) State Plan that is due to the Office of Community Services (OCS) September 1, 2011.

To facilitate CSD's review of the CAP please remember:

- *The completed CAP is due to CSD no later than June 30, 2011.*
- Complete the Summary/Checklist to ensure all required information is included.
- Include a table of contents and consecutive page numbering in the plan.
- Title and respond to all applicable components in each section in the arranged order.

The 2012/2013 CAP forms are available for download via the CSD web site at www.csd.ca.gov under "CSD Contractors'>CSBG>Announcements". The entire CAP must be submitted to your Field Representative by **June 30, 2011** and contain one original and two copies. Please feel free to contact your assigned Field Representative with any questions regarding the submission of the CAP.

Enclosures

**COMMUNITY SERVICES BLOCK GRANT
2012/2013 PROGRAM YEAR COMMUNITY ACTION PLAN
COVER PAGE**

TO: Department of Community Services and Development
Attention: Field Operations
P. O. Box 1947
Sacramento, CA 95812-1947

FROM: Agency:

Address:

City:

Agency Contact Person Regarding Community Action Plan

Name:

Title:

Phone: ext.

FAX:

E-mail address:

CERTIFICATION OF COMMUNITY ACTION PLAN AND ASSURANCES

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this 2012/2013 Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization.

Board Chairperson

Date

Executive Director

Date

COMMUNITY ACTION PLAN REQUIREMENTS

Summary/Checklist

The 2012/2013 request for Community Action Plan (CAP) must meet specific requirements as defined by law and are described in detail in this document. The CAP forms, with specific instructions on how to complete each form, are assembled separately for ease in preparing. Once you have completed your CAP, submit to CSD one original document (marked "original") and two copies (marked "copy") no later than **June 30, 2011**. The following is a check list of the components to be included in the CAP:

- ☐ CAP Cover Page with appropriate signatures
- ☐ Table of Contents and all CAP pages numbered consecutively
- ☐ Agency Vision & Mission Statements
- ☐ Requirement 1: Community Information Profile and Needs Assessment
- ☐ Requirement 2: Statewide Priority
- ☐ Requirement 3: Federal Assurances (Indicate the applicable assurances)
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AGENCY VISION & MISSION STATEMENTS

The Vision Statement describes a desired future based on your agency's values. The vision is broader than what any one agency can achieve; the agency collaborates with others in pursuit of the vision.

Provide your agency's Vision Statement.

VISION STATEMENT:

The Mission Statement describes the agency's reason for existence and may state its role in achieving its vision.

Provide your agency's Mission Statement.

MISSION STATEMENT:

REQUIREMENT 1 COMMUNITY INFORMATION PROFILE & NEEDS ASSESSMENT

State law requires each CSBG eligible entity to develop a Community Action Plan (CAP) that will assess poverty-related needs, available resources, feasible goals, and strategies to prioritize its services and activities to promote the goals of self-sufficiency among the low-income populations in its service area. (*Government Code 12747(a)*)

Each CAP shall include the Community Information Profile and Needs Assessment as follows:

1. **Community Information Profile:** Describes the problems and causes of poverty in the agency's service area based on objective, verifiable data and information. (*Government Code 12754(a)*)

Attach the agency's Community Information Profile. This must include corresponding heading (i.e., Community Information Profile), sequence, and description of:

- A. Agency's service area in terms of factors such as poverty, unemployment, educational attainment, health, nutrition, housing conditions, homelessness, crime rates, incidents of delinquency, the degree of participation by community members in the affairs of their communities and/or other similar factors deemed appropriate by the agency. Factors described in the Community Information Profile must be typical for baseline data and substantiated by corroboration gained through public forums, customer questionnaires, surveys of service providers, surveys of potential customers, statistical data, evaluation studies, key informants, anecdotal sources and/or other sources deemed reliable by the agency.
- B. Community resources and services, other than CSBG, which are available in the agency's service area to ameliorate the causes of poverty and the extent to which the agency has established linkages with those service providers.
- C. The agency's plan for regularly reviewing and revising the Community Information Profile. In particular, describe how the agency ensures that the most current data and relevant factors are included.

2. **Needs Assessment**: Describes local poverty-related needs, with further identification and prioritization of the eligible activities to be funded by CSBG. It also serves as the basis for the agency's goals, problem statement(s) and program delivery strategy(s).

The Needs Assessment should analyze the demographic and economic conditions and other poverty-related factors identified in your Community Information Profile.

Attach the agency's Needs Assessment which must include corresponding heading (i.e., Needs Assessment), sequence, and description of:

- A. Assessment of existing resources providing the minimum services listed in Government Code section 12745(f). These services shall include, but shall not be limited to, all of the following:
 - i. A service to help the poor complete the various required application forms, and when necessary and possible, to help them gather verification of the contents of completed applications.
 - ii. A service to explain program requirements and client responsibilities in programs serving the poor.
 - iii. A service to provide transportation, when necessary and possible.
 - iv. A service which does all things necessary to make the programs accessible to the poor, so that they may become self-sufficient.
- B. Specific information about how much and how effective assistance is being provided to deal with the problems and causes of poverty. (*Government Code 12754(a)*)
- C. Establishment of priorities among projects, activities and areas for the best and most efficient use of CSBG resources. (*Government Code 12754(a)*)
- D. The process the agency utilizes to collect the most applicable information to be included as part of the needs assessment. In particular, describe how the agency ensures that the needs assessment reflects the current priorities of the low-income population in the service area, beyond the legal requirement for a local public hearing of the community action plan.
- E. The agency's plan for regularly reviewing and revising the needs assessment.

REQUIREMENT 2
2012/2013 STATEWIDE PRIORITY/STRATEGY STATEMENT
Government Code Section 12745(e)

The department may prescribe statewide priorities among eligible activities or strategies that shall be considered and addressed in the local planning process and described in the community action plan submitted to the state. Each eligible entity shall be authorized to set its own program priorities in conformance to its own determination of local needs.
(Government Code 12745(e))

Does the Agency accept the Family Self-Sufficiency Statewide Priority? ☐ Yes ☐ No
(If "No", answer question 3)

1. What is the agency's definition of Family Self-Sufficiency?
2. Describe the strategies utilized to support and achieve the Family Self-Sufficiency priority.
3. If the agency rejects the statewide priority, state the reason(s) for the agency's rejection.

**REQUIREMENT 3
FEDERAL ASSURANCES
COATES Human Services Reauthorization Act of 1998: Public Law 105-285**

In an attachment, with corresponding headings and sequence (i.e., 1. Section 676(b)(1)(A), vii:), identify and provide a narrative description for the agency activities, as applicable, in accordance with the Federal Assurances 676(b)(1)(A-C).

1. Section 676(b)(1)(A):

To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—

- i. remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
- ii. secure and retain meaningful employment;
- iii. attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
- iv. make better use of available income;
- v. obtain and maintain adequate housing and a suitable living environment;
- vi. obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs; and
- vii. achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;
 - I. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and;
 - II. remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

2. Section 676(b)(1)(B):

To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as—

- (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- (ii) after-school childcare programs.

3. Section 676(b)(1)(C):

To make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts).

Attach a narrative description, with corresponding headings (i.e., 1. Section 676(b)(4):), of the agency activities for each of the Federal Assurances listed below:

- 1. Section 676(b)(4):** Will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.
- 2. Section 676(b)(5):** Entities will coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services and a description of how the State and eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment system under the Workforce Investment Act of 1998.
- 3. Section 676(b)(6):** Will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that the emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community.

- 4. Section 676(b)(9):** Entities will to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.
- 5. Section 676(b)(10):** Each eligible entity to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.
- 6. Section 676(b)(12):** All eligible entities will not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System (ROMA), or another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.
- 7. Section 678D(a)(1)(B):** Ensure that cost and accounting standards of the Office of Management and Budget apply to a recipient of the funds under this subtitle.
- 8. Section 676(b)(3)(A):** Provide a description of the service delivery system, for services provided or coordinated with funds made available through grants under section 675C(a), targeted to low-income individuals and families in communities within the State.
- 9. Section 676(b)(3)(B):** Provide a description of how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations.
- 10. Section 676(b)(3)(C):** Provide a description of how funds made available through grants under section 675C(a) will be coordinated with other public and private resources.
- 11. Section 676(b)(3)(D):** Provide a description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.

**REQUIREMENT 4
STATE ASSURANCES
California Government Code**

Attach a narrative description, with corresponding headings (i.e., 1. Section 12730(h):), of how your agency is meeting the State Assurances listed below:

- 1. Section 12730(h):** Eligible beneficiaries are the following: (1) all individuals living in households whose income is at or below official poverty income guidelines as defined by the United States Office of Management and Budget; (2) All individuals eligible to receive Temporary Assistance to Needy Families or Federal Supplemental Security Income benefits, and (3) Residents of a target area or members of a target group having a measurably high incidence of poverty and which is the specific focus of a project financed under this chapter.
- 2. Section 12747(a):** Community action plans shall provide for the contingency of reduced federal funding. Provide your agency's contingency plan for reduced federal funding. Also, include a description of how your agency will be impacted in the event of reduced CSBG funding.
- 3. Section 12760:** Community Action Agencies funded under this article shall coordinate their plans and activities with other eligible entities funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) which serve any part of their communities, so that funds are not used to duplicate particular services to the same beneficiaries and plans and policies affecting all grantees under this chapter are shaped, to the extent possible, so as to be equitable and beneficial to all grantees and the populations they serve.

REQUIREMENT 5
DOCUMENTATION OF PUBLIC HEARING(S)
Government Code Section 12747(d)

Agencies holding public hearings pursuant to this Article shall identify all testimony presented by the poor and shall determine whether the concerns expressed by that testimony have been addressed in the Community Action Plan (CAP). If the agency determines that any of the concerns have not been included in the CAP, it shall specify in its response to the CAP information about those concerns and comment as to their validity. (*Government Code 12747(d)*)

This section shall include the following:

1. Attach a narrative description of the agency's public hearing process. Agencies should describe the methods used to invite the local community to the public hearings. Note: Public hearing(s) shall not be held outside of the service area(s).
2. One copy of each public notice published in the media to advertise the public hearing.
3. Attach a summary of all testimony presented by the poor and identify the following:
 - Was the testimony addressed in the CAP? (If so, indicate the page).
 - If the testimony was not addressed in the CAP, provide an explanation.
4. Attach a narrative description of other methods the agency used to gather information regarding the needs of the community (i.e. surveys, public forums, etc).

**REQUIREMENT 6
MONITORING & EVALUATION PLAN**

Attach a narrative description of the specific method(s) of evaluation, frequency, and monitoring that ensures program and fiscal performance in accordance with the objectives in the agency's Community Action Plan.

The monitoring and evaluation plan shall ensure the following:

1. Data is collected to measure the progress of the agencies goals.
2. Ensure that reports are prepared and submitted to CSD in accordance with contract requirements.